

Department of General Services  
Real Estate Asset Management  
General Building Maintenance/ Inspection Report

Agency/ Tenant	County	Address	City	Date Submitted

**Edison Location**

Chart Field/ CC:	Owner/ Landlord:	Report Submitted by:	Title:	Telephone:

**Complex:**

**Name of Property:**

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	Issue	Location	Date Noticed
<b>Interior:</b> Lobby Interior Doors Stairways Windows Floors Walls			
<b>Plumbing:</b> Restrooms			
<b>Fire/ Life Safety:</b> Sprinkler Fire Alarm Smoke Detectors Fire Extinguishers Emergency Lighting			
<b>Systems:</b> HVAC Electrical Access Control			
<b>Elevators – Passenger/ Freight</b>			
<b>Exterior:</b> Roof Parking Gutters/ Drains Canopies Landscaping Lighting Windows			